



Nevada State Library, Archives and Public Records
INSTRUCTIONS FOR COMPLETING
THE LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)
2017 PROPOSAL FORM



A. General Instructions

1. What kinds of projects qualify for grants?

The federal Library Services and Technology Act (LSTA) is the state grants program administered in Nevada by the Nevada State Library, Archives and Public Records (NSLAPR). Grants are awarded on a competitive basis from the funds available - grants are for library programs. The LSTA Plan for Nevada is approved by the U.S. Institute of Museum and Library Services and is the basis for funding projects. The four goals of the Nevada State Plan are:

Goal I: Strengthen Nevada libraries' ability to effectively respond to community needs through assessment, planning and training.

Goal II: Encourage Nevada libraries to develop and use partnerships and collaboration to maximize user resources and services throughout the state.

Goal III: Nevada libraries will provide responsive learning environments for Nevada residents.

Goal IV: Build capacity of libraries to meet user identified access needs.

Nevada's LSTA State plan was developed by a statewide initiative and directly relates to the federal LSTA purposes of the reauthorized Museum and Library Services Act of 2011. Consult the LSTA Plan for more detail on identified activities and evaluation for the goals listed above.

2. Who may submit a proposal?

All types of libraries, including academic, public, school, governmental agency libraries and eligible information centers, and special libraries with public access may apply. To be eligible to apply for LSTA funds, each applicant library and participant library must certify to NSLAPR that it meets all of the following eligibility criteria:

- ✓ Is supported by public revenues (51% or more) or is a non-profit institution or agency;
- ✓ Makes the collection accessible to it's primary clientele organized according to a nationally accepted classification system;
- ✓ Participates in resource sharing through the Information Nevada program;
- ✓ Serves its primary clientele free of charge;
- ✓ Has a fixed location with regular, published hours of operation;
- ✓ Has one or more paid library staff;
- ✓ Has an annual budget with funds reserved for library materials and services;
- ✓ Has a current, written long range or strategic plan that is available for review.

The applicant or participating library must also meet the following requirements:

Public Libraries	Must meet the Minimum Standards for Public Libraries
Academic Libraries	Be accredited by the Northwest Commission on Colleges and Universities
School Libraries	The school district employs at least one certified library/media specialist

Library Consortia	Be a local, regional, or statewide cooperative of library entities which provides for the systematic and effective coordination of resources of school, public, academic, and/or special libraries and information centers, for improved services for the clientele of such library entities [LSTA Sec. 213(3)]; and Have a formal organized structure that includes governance, membership, long range planning and regular funding components.
State Library Association	Be a non-profit entity registered with the Nevada Secretary of State; and Have tax exempt status under the Internal Revenue Section 501(C)3

Applicants should refer to the LSTA Eligibility Criteria certification form of the proposal. These criteria were approved by the Nevada State Council on Libraries and Literacy in May 2008.

3. What happens to the proposal?

All proposals received by the due date stand in competition for the available federal funds.

Proposals received late will not be considered.

There are two categories for sub-grant projects:

- 1) Mini-Grants - projects requesting \$ 5,000 or less and
- 2) Competitive Grants - projects requesting more than \$5,000 up to \$100,000 (including indirect costs)

Libraries may submit one Mini-Grant application and one Competitive Grant application.

- Elements of a proposed project, including amount of funds requested, may change from proposal to application. An application may be submitted and can be considered based on a proposal that has been revised.
- Only one Mini-Grant application and one Competitive Grant application will be funded per library jurisdiction or institution.

Proposals are evaluated by State Library staff members, members of the State Council on Libraries and Literacy, and others as appropriate. An email of advice for each proposal on its competitiveness of the proposal will be sent to the applicant by the LSTA Coordinator.

All LSTA grant proposal and application questions must be directed to the LSTA Coordinator. Be sure to consult with the LSTA Coordinator if there are any questions.

The submission of a proposal is not binding upon the applicant nor upon the Nevada State Library, Archives and Public Records (NSLAPR).

4. What is considered in evaluating proposals for the support of library programs?

The following factors (not in priority order) are considered in evaluating each proposal:

- indication of need
- evidence of planning
- client and/or community identification in project development

- clarity
- realistic budget estimates
- potential benefit of the project and its contribution toward meeting local and statewide goals, objectives, and needs for library programs (see State Plan for use of LSTA).

5. What is NOT eligible to be funded with LSTA?

The following are some of the items not eligible for funding with LSTA funds:

- food
- lobbying expenses
- items or services not directly related to the project and its timeline
- fundraising
- classroom book sets, textbooks, equipment/AV for the classroom
- fixed assets

Contact the LSTA Coordinator for more information on unallowable costs.

6. What is the project time period?

LSTA is granted to NSLAPR based on the federal fiscal year. Actual funding is often not available until spring following the start of that federal fiscal year. Awards will be made on a one-year basis only and are subject to the availability of federal funds. The actual project will be expected to operate from July 1st through June 30th. A different time may be requested; but will not automatically be granted.

7. What form should the proposal take?

The proposal must be word processed on the LSTA .pdf proposal form. Legibility is essential. The font size is set in the PDF fillable form. The proposal form should be submitted electronically as an email attachment. Be sure the format of this proposal form is maintained and all sections must be included on the same page as, and with the dimensions shown, on the original proposal form.

Submission of the final version by telefacsimile (fax) is not acceptable. The proposal information section may be no longer than **two** printed pages, single sheets. Nothing else may be attached to or included with the proposal. Be concise, use simple and meaningful language, and avoid jargon. Proposals that are not prepared according to instructions will likely receive a lower rating.

8. Is a match required?

Yes, a 10% match is required for every application. The match may be local cash, in-kind or a combination of both.

- Example: a project request for \$5,000 of LSTA funds must have a minimum of \$500 match – the total project would be \$5,500 (\$5,000 LSTA + \$500 match = \$ 5,500).
- Note: Lost revenue is not allowed for matching funds.

9. When and where is the proposal due?

Submit the PDF version of the proposal electronically on or before September 15th.

Rename the file to include the name of the library, i.e., *lstaproposal-17-your library name.pdf*. If more than one proposal will be submitted, each proposal must have a unique name.

It is due by 5:00 p.m. on the date shown on the form. Postmark for the signature & eligibility page must be September 15, 2016 or before.

One original version of the signature and eligibility forms are required and should be sent via regular, priority mail, or courier service.

Electronic submissions of the renamed PDF are emailed, on or before 9/15/2016 at 5:00 pm, to:

nslaprLSTA@admin.nv.gov

Signature forms are sent to:

Nevada State Library, Archives and Public Records
LSTA Proposals
100 N. Stewart Street
Carson City, NV 89701

postmarked on or before 9/15/2016.

If multiple proposals are submitted electronically, the signature and eligibility pages are required for each proposal.

For assistance with the proposal, contact Library Planning and Development.

Donna Alexander, LSTA Coordinator
(775) 684-3407
dalexander@admin.nv.gov

B. Proposal Line-by-line Instructions

Duns Number: Enter the unique 9 digit number for your institution.

1. **Applicant Library Name.** Enter the full legal name of the applicant library, system or other agency. The applicant should be the fiscal agent for the project.
2. **Principal Contact Person for this Grant.** Give the name of the individual preparing this application or another person who may be contacted for information about it.
3. **Address – Street.** Enter the mailing address for the applicant library – street, route or post office box. .
4. **Telephone Area/Number.** Provide the telephone number of the contact person listed in number
5. **City, State, Zip+4.** Complete the remainder of the applicant mailing address. Use Zip + 4 - it can be found at USPS, zip code look up - <https://www.usps.com/welcome.htm>.
6. **E-Mail Address.** Enter the email address of the contact person listed in number 4.
- 7 – 9. **Contact information** for the Library Director and/or Administration if different from what is listed above.
10. **Type of library.** Check the type of library applying: Academic, Cooperative, Public, School or Special library (includes State institutional libraries).
11. **Project title.** Enter the name of the project as you wish it to appear. Be concise and descriptive, in moderate length. Spell out any acronyms used.
12. **LSTA funds requested.** Enter the total LSTA dollar amount requested for this project, including indirect charges, for the one grant year only. Use whole dollar figures. This will not be the total cost of project activities because local or other funds will be required as match in addition to LSTA. This field is set as a number format.
13. **Cash Contributions:** Enter the total of all other financial support anticipated to be contributed to the project, including state or local grants or allocations, private grant funds, Friends or philanthropic support, or other funds. *Include new library funds if they will be budgeted specifically for this project.* This field is set as a number format.
14. **In-kind:** In-kind contributions from the library's current budget may be use to the extent that they are devoted exclusively to the this project and may include staff time, library materials, equipment, building space, utilities, and other operating costs. This field is set as a number format.
15. **Total Project Cost:** This field will automatically calculate the numbers entered in sections 12, 13 and 14.

NOTE: A 10% match is required for all grant categories. The match may be in-kind or local/other cash or any combination of the two.

Project Summary: Write a brief description of the project with information about the need or opportunity that will be addressed. Projects are expected to be for the benefit of library clientele. Provide information on your target population for the project and how many individuals you expect to participate.

- a. *What will the project accomplish?* Provide information on the proposed objectives of the project. Include anticipated major activities planned for the project timeframe. Projects should be designed to complete in 12 months or less.
- b. *How will success be defined and measured?* Describe the benefit to your target population that you hope to achieve. Include measurable outputs (e.g. % increase in library card holders, attendance at program, etc.) and at least one proposed outcome measure. Consideration will be given to proposals that have at least one outcome-based goal. As a result of your program, what will improve in the skill, behavior, knowledge or attitude of the participants?

16. Enter information about the person authorized to apply for federal funds on behalf of the applicant jurisdiction. This may be the library director or another official, as determined locally. Enter the date – this field requires a date format of m/d/yyyy. Complete the other information sections.

Submit the PDF version of the proposal via email to the LSTA Coordinator at both:

- dalexander@admin.nv.gov
- nslaprLSTA@admin.nv.gov

The Signature Certification & Eligibility pages are required to be submitted by mail – these forms with original signatures must be postmarked on or before September 15, 2016. If proposals for both a Mini-Grant and a Competitive are submitted electronically, a signature certification form is required for each proposal.

Eligibility Form:

The State Council on Libraries and Literacy approved the current LSTA Eligibility criteria in 2008. The final page of the proposal form is the single page certification of the applicant library's eligibility for LSTA. This form requires a signature separate from page 2 of the proposal form.

The person authorized to apply for federal funds on behalf of the applicant jurisdiction should sign and date. This may be the library director or another official, as determined locally. Also, sign the Signature Certification – the originals for both must be mailed and postmarked by September 15, 2016. If both a Mini-Grant and a Competitive Grant are submitted electronically, a signature certification with eligibility is required for each proposal.